



COMMERCIAL, INDUSTRIAL, MULTI-FAMILY CERTIFICATE OF OCCUPANCY CHECKLIST

To obtain a Certificate of Occupancy, the following inspections must be approved:

- ⇒ Building Final
- ⇒ Electrical Final
- ⇒ Mechanical Final
- ⇒ Plumbing Final

Please have your contractors call the IVR at (405) 366-5333 to request these inspections.

In addition to completing the above inspections, depending on the scope of work, you must contact the below departments for their approval. An on-site inspection from each department may be required before a Certificate of Occupancy can be issued. In addition to completing needed inspections all outstanding re-inspection fees must be paid in full.

FIRE MARSHAL - emergency lights, exit lights, door accessibility, fire extinguishers, fire lane signage

Contact - Robert Betts.....(405) 292-9780

PLANNING - landscaping, landscape maintenance bonds, parking lots

Contact - Doug Koscinski.....(405) 366-5433

PUBLIC WORKS - approaches, sidewalks, drainage, vegetative cover, dumpster enclosure, public improvements

Contact - Ken Danner.....(405) 366-5458

A food and beverage inspection may be required if you are selling consumable items. An application for the Food & Beverage License can be obtained from the City Clerk's Office. The building inspection for the Food & Beverage License cannot be scheduled and/or approved until a Certificate of Occupancy has been issued for the project.

City Clerk's Office.....(405) 366-5386

(Additionally, project specific items may need to be inspected and approved by the Fire Marshal, Planning, or Public Works Departments. Please address any questions regarding those items to the contact person listed above.)

*** It is recommended all requests for inspections be made, at a minimum, 48 hours in advance of desired time.**